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18 April 1955

THE CAREER STAFF
OF THE
CENTRAL INTELLIGENCE AGENCY

PROCESSING OF APPLICATIONS FOR THE CAREER STAFF

1. The purpose of this notice is to advise those employees who have applied for membership in the Career Staff of the present status of their applications, and to outline some of the procedure involved in processing them.

2. The Career Staff of the Central Intelligence Agency was established by Regulation effective 1 July 1954. On that date all employees who had completed the required three-year provisional period became eligible for consideration for membership. In September, notices of eligibility and applications for membership were forwarded by the Director of Personnel to those eligible for consideration. Subsequent transmittals are being made on a monthly basis as persons become eligible. Approximately two-thirds of these applications have been returned to the Executive Director of the CIA Selection Board by the Career Service responsible for the individual concerned. They are now being processed by the Secretariat of the Board, by the Panel of Examiners and by the CIA Selection Board. While it is impossible to estimate accurately, it may be assumed that the remaining one-third are still being processed by the applicants' Career Services.

3. Because of the large number of employees who became eligible for consideration on 1 July 1954, the date of the establishment of the Career Staff, the complete processing of this initial group of applications will

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inevitably require a number of months regardless of the fact that every effort is being made to expedite action on the applications of those persons who meet the criteria of suitability for membership in the Career Staff. The three principle criteria are job performance, personal conduct and intent to make a career of CIA. It is important to recall that there is no "blanketing-in" process. Each case is carefully and individually analyzed, and all are equally, subject to the "abbreviated review" called for in Regulation

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4. It is expected that all of those who became eligible for consideration on 1 July 1954 can be notified of action by the CIA Selection Board during the calendar year 1955. All applicants are assured that this delay is solely the result of the work load, and is in no sense a reflection upon their suitability for admission to the Career Staff. Applicants are further assured that any delay in processing will not affect the date of their admission to membership which normally is effective on the third anniversary of their employment with the Agency.

5. The CIA Selection Board is acting on applications as rapidly as they can be processed and submitted to it. Notifications of Acceptance are now being processed for transmittal through command channels.

L. K. WHITE
Deputy Director
(Support)

Distribution: All employees

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